



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S RECORDS AND IDENTIFICATION MANAGER

Class No. 002804

■ CLASSIFICATION PURPOSE

To plan, organize, and direct the Sheriff's Records and Identification Division; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Sheriff's Records & Identification Manager is a one-position management class found in the Sheriff's Department. This position is responsible for the operation of the Records and Identification Division, which provides records and identification services to Sheriff's personnel, the public, and other local, State, and Federal law enforcement agencies. This class differs from the next lower class, Sheriff's Records & Identification Technical Support Supervisor, in that the latter is a second-level supervisor class responsible for the supervision and operation of multiple units or functions within the Records and Identification Division.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, directs, supervises and manages the 24-hours a day, seven days a week operation of the Records and Identification Division of the Sheriff's Department.
2. Formulates, disseminates, and updates administrative policy related to the identification of inmates, and retention and release of records information.
3. Serves as a liaison with other County departments, local, State, and Federal law enforcement agencies, attorneys, and investigators on matters relating to records of arrestees or suspects.
4. Interprets court documents.
5. Responds to subpoenas for records and makes court appearances.
6. Prepares and administers the division's budget.
7. Works with Information Technology professionals to plan, design, maintain, enhance, and implement computer applications.
8. Monitors and evaluates division effectiveness.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of leadership and management.
- Principles of supervision and training.
- Principles and practices of records management and modern office procedures.
- Techniques for developing consensus and creating work teams.
- Computer word processing software programs.
- Data processing terminology and operation.
- County customer service objectives and strategies.
- The General Management System in principle and practice.

Skills and Abilities to:

- Plan, organize, direct, and manage a large staff in a division with multiple functions.
- Ensure the integrity of data entry, retrieval, storage and purging of information in a wide variety of filing systems and databases.
- Research and analyze information from various sources and prepare clear, concise reports.
- Interpret and implement complex policies and procedures.
- Maintain security and confidentiality of restricted information.
- Establish, review, and monitor conformance to work standards.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree in criminal justice, business administration, public administration, or a closely related field, AND five (5) years of supervisory-level experience in records or database management, preferably in the area of law enforcement; OR,
2. An associate's degree in criminal justice, business administration, public administration, or a closely related field, AND seven (7) years of supervisory-level experience in records or database management, preferably in the area of law enforcement.

Note: Additional years of experience as described above may substitute for the education requirement on a year-for-year basis; OR, completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: September 13, 1996
Revised: July 22, 2002
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